

CLEMSON UNIVERSITY STAFF SENATE EXECUTIVE COMMITTEE

May 28, 2013, 8:30 AM, 801 University Union

Minutes

Members Present: Matt Bundrick, Deb Charles, Anne Cummings, Christopher Greggs, Wendy Howard, Julie Jones, Reba Kay-Purdessy, Julia Lusk, Angela Nixon, and Carol Pike

Members Absent: Tina White

Guests: Ami Hood and John Mueller

President Angela Nixon called the meeting to order.

1. **Approval of Minutes:** Deb Charles moved to approve the minutes of the March 26, 2013 Staff Senate Executive Committee meetings as amended. Julia Lusk seconded the motion and the vote was unanimous. The minutes were approved.
2. **President's Reports**
 - A. **President's Cabinet** - The Cabinet has adjourned until September.
 - B. **Other:**
 1. **Administrative Council**, John Mueller for Michelle Piekutowski. The communication plan was approved for the Kronos transition.
 2. **Human Resources**, Ami Hood and John Mueller. A policy was approved changing the workweek from Friday through Thursday to Sunday through Saturday. HR has been busy helping communicate the payroll changes. Mailers should go to faculty and staff homes the last week of May or the first week in June. Students received emails based on their employment status. Kronos will roll out in phases. Additional information will be disseminated soon. The State Employees Appreciation Day Lunch was well attended. Traditionally 700 to 800 employees participate and this year that number exploded to 2200.
 3. **Legislative Update**, Julia Lusk. The group discussed the Clemson Enterprise Act.
3. **Financial Update**, Julie Jones. Vending \$ 4,499.91, Other \$952.38, Travel \$161.72, and SDP \$4,878.80. Funds still remain in the holding account (Fund 49). Deb moved to transfer the monies from the holding account to the Staff Senate Scholarship Endowment. Julia Lusk seconded the motion and the vote was unanimous.
4. **Committees**
 - A. **Standing**
 - 1) **Activities**, Julia Lusk. No report.
 - 2) **Communications**, Anne Cummings and Reba Kay-Purdessy. The committee will not meet in June.
 - 3) **Membership**, Christopher Greggs. No report.
 - 4) **Policy and Welfare**, Wendy Howard. The group was in favor of the standard operating procedures (Attachment) drafted by Matt Bundrick. Hearing no objections, the committee will implement the procedures. Since the administration is in flux, the committee will spend the summer researching issues surrounding online classes and tuition assistance. Dede Norungolo is interested in serving on the Campus Climate Task Force. More information will be obtained on the task force, and if appropriate, Dede or another staff member will be nominated to serve on behalf of the Staff Senate.
 - 5) **Scholarship**, Carol Pike. Campus Life has not confirmed the reservation request for November 9th. Angela Nixon will call Mandy Hays to see why the reservation request is still

pending. The committee is streamlining registration forms and working on the sponsorship package. Additionally, the committee would like to issue a challenge or offer an incentive to the committee that exceeds their goals. Right now the group is leaning towards lunch for the committee members at Seasons. Duties on the day of the race will also be assigned to committees. Scholarship will have members in all areas to assist. Assignments are: Membership, registration; Communications, Kids' Fun Run; Policy and Welfare, race route; Activities, refreshment table. Additional details will be forthcoming. T-shirts for senators will be available at the July retreat.

5. Unfinished Business: None.

6. New Business

- A. Presidential Search**, Angela Nixon. Communication methods to reach out to all staff were discussed. Suggestions were postcard to staff, Angela's bog, direct email, and CU survey tool. The group consensus was to use all options possible.
- B. Thursday Night Football Game**, Angela Nixon. Questions surrounding the required leave and exactly how that was going to be administered were asked of HR. John Mueller couldn't answer the questions, but he was going to discuss with Michelle Piekutowski to see if they could address them at the June Senate meeting.
- C. Phishing/Email Scams**, Angela Nixon. Kevin McKenzie from CCIT was invited to speak at the June meeting regarding recent phishing scams targeting Clemson employees.
- D. July Retreat**, Group. If funding is granted from Vending, the meeting will be held at the Madren Conference Center and catered by Clemson Catering. If Vending is cut, an alternate location will be obtained to save on refreshment costs. Possible breakout sessions are:
 - Ice Breakers
 - 5K
 - Role of Senate/Senators
 - Presidential Search Discussion/Update
 - Pressing Issues?
 - Absentee Policy
 - Senate Trivia
- E. Senate Collaborative Initiative Utilizing Box**, Matt Bundrick. The group discussed the possibility of using Box. Some had concerns with implementing the resource since we represent all staff. Some of the senators have no to little access to a computer. Matt Bundrick will discuss with P&W to see if they would like to pilot box since they have a technologically diverse membership.
- F. Lactation Room**, Matt Bundrick. Chris Greggs informed the group that this issue is being researched by the Wellness Team. Chris will keep Exec updated.

7. Announcements – Deb Charles informed the group that Clemson is transitioning from Tigernet to Eduroam. If you travel to participating universities, you can access their network with your Clemson credentials.

8. Adjournment: There being no further business to discuss, the meeting adjourned.

Next Meeting: Tuesday, June 25, 2013, 8:30 a.m., 801 University Union